

Letter To The Editor

Creative Writing Skills



Why do we write letters to the editor?

- To respond to or comment on a recent article
- To express concern over / or highlight some social issue
- To share opinion on a matter of social importance
- Sometimes to raise issues with authorities / departments



Format

Sender's Address

Date

Receiver's Address

Sub : _____

Salutation/ Superscription

Content / Body of the letter

Complimentary Close

Subscription

Name

Designation



Sender's Address

Use the address given in the question. If no address is mentioned in the ques then write :

- ABC
Examination Hall

Note : Do not use prepositions - of, on, at while writing address



Sender's Address - Example

If the question says - You are Garima of A-25, Port Colony of Calcutta. Write a letter.....

Then Sender's Address should be written as follows:

- A - 25
Port Colony
Calcutta

Note : Do not write name in Sender's Address



Date

Correct format -

- Sept 21, 2021
- 21 Sept, 2021

Note : Do not write date as - 21.9.21 or 21-9-21 or 21/9/21



Receiver's Address

Ideally, address should have three to four lines

The Editor 

The Hindustan Times 

New Delhi 

Designation

Name of the newspaper

Place (Location of the office of the news
paper)



Subject

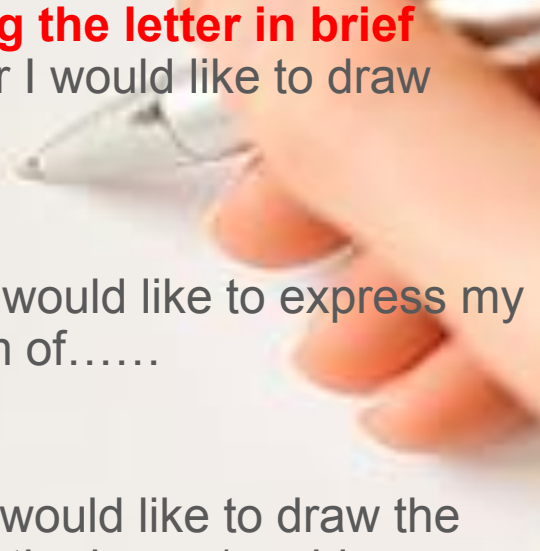
Points to keep in mind

- ★ Subject should be brief
- ★ It should clearly state the purpose of your letter
 - Highlight the subject line by underlining it

DO NOT copy the question as subject



Content

- **Para 1 - Introduction of your purpose of writing the letter in brief**
 - ★ Through the column of your esteemed newspaper I would like to draw public attention to the issue / problem of
 - ★ Through the column of your reputed newspaper I would like to express my concern / share my opinion on the issue / problem of.....
 - ★ Through the column of your popular newspaper I would like to draw the attention of concerned authorities / department to the issue / problem of.....
- 

Content

- **Para 2 - Detail of the issue you're writing about**

- ★ Nature of the issue
- ★ Severity of the issue
- ★ Causes
- ★ Effects



Content

- **Para 3 - Suggestions and conclusion**

- ★ Action expected by you (from the deptt / public)
- ★ Possible solution / suggestions

Conclusion - express hope that issue will be resolved



Complimentary Close

A complimentary close is placed after the content as a polite way to end the letter.

Finally, request the editor to provide space to your views / concern

- ★ I hope my letter will find a place in your newspaper.
- ★ I wish you would give some space to my letter in your widely read newspaper.
- ★ The widespread circulation of your newspaper will help this message / issue reach the farthest corner of the society and I am hopeful of your help on this.



Subscription

This is the concluding part of the letter. It comes at the bottom of the letter to the left of the page.

★ Thanking You

Yours truly

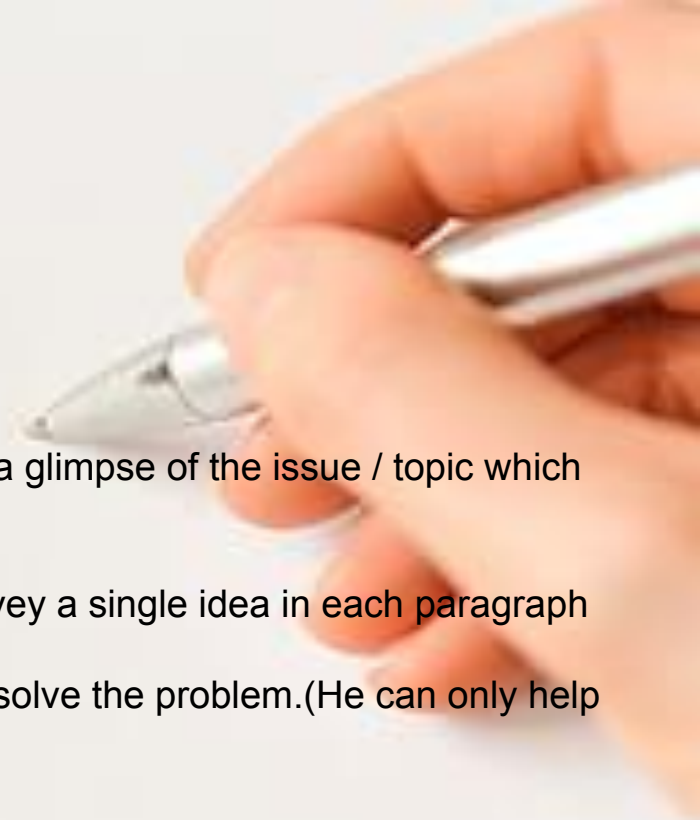
★ Thanking You

Yours sincerely



Avoid These Common Mistakes

- ★ Follow proper format as discussed above
- ★ Do not use prepositions while writing addresses
- ★ For the subject, do not copy the entire question. It should be a glimpse of the issue / topic which you are writing about
- ★ Clearly write the content in separate paragraphs so as to convey a single idea in each paragraph
- ★ DO NOT ask the editor to do something about your issue / to solve the problem.(He can only help you to reach the concerned authorities or public)
- ★ DO NOT ask the editor to print your 'article' in the newspaper



Essentials of a good letter to the editor

- ★ Follow proper format
- ★ Use clear, formal language
- ★ Short, relevant and clear subject line
- ★ At least two to three points detailing the issue being written about
- ★ Suggest some solution to the issue being raised
- ★ Mention clearly what is expected of the public / deptt concerned about the issue
- ★ Keep the letter within the word limit



Marking Scheme (For CBSE Class XII)

Marks: 5

Format : 1

Organisation of Ideas: 1

Content : 2

Accuracy of Spelling and Grammar :1

Time : 10 to 12 mins





THANK YOU